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24 July 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Budget and Fiscal Branch, OL
Chief, Personnel & Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Headquarters Operation, Maintenance,
& Engineering Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

FROM:

[REDACTED]
Chief, Information & Management Support Staff, OL

SUBJECT: OL Planning Conference, Oct 85

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1. The annual OL Planning Conference is scheduled to be held on 15-16 October, with participation by you, the D/L, DD/L, EO and AEO/OL, C/IMSS, and the Planning Officer.

2. In addition to general issues that affect OL's responsiveness and efficiency, two specific areas are earmarked for discussion: (1) new initiatives for FY 88 and (2) office objectives for FY 86. Therefore, to enable us to firm up an agenda as early as possible, we are asking that, as for the October 84 conference at Airlie, you submit at least two (and more, if you wish) suggested topics for both "new initiatives" and "office objectives", plus suggested general subjects that you feel should be discussed. Please include a brief summary of each item to help us in the selection process.

3. A copy of the agenda for last year's conference is attached for your information.

4. I would appreciate receiving your input by COB, 23 August. Questions may be directed to [REDACTED]

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5. [REDACTED]

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Attachment

CONFIDENTIAL

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AGENDA FOR OL PLANNING CONFERENCE

AIRLIE FOUNDATION
Airlie, Virginia
10 and 11 October 1984

10 Oct 1984

0830 - 0900	Arrival and Check-in at "Farmer's House", Airlie	Conference Coordin
0900 - 0910	Welcome and Opening Remarks	D/L
0910 - 0920	"New Initiatives"	EO/OL
0920 - 1020	"Team Building in OL"	C/PMS and D/L
1020 - 1030	Coffee Break	Conference Coordin
1030 - 1045	"Data Administration in OL"	C/IMSS
1045 - 1130	"Should OL develop a flexible "Quick Response" support unit?"	C/HOME
1130 - 1215	"Strategy to ensure functional responsibility retention in OL"	C/P&PD
1215-1330	Lunch	"Airlie House"
1330-1400	"Vendor late delivery problem and how to solve it without additional personnel."	C/PD
1400 - 1415	"Contractor Security Issues/ Problems"	C/SS
1415 - 1500	"Availability of Qualified Personnel" "Streamlining Repair and Return"	C/SD
1500 - 1515	Coffee Break	Conference Coordina
1515 - 1545	Open Session (TBA)	C/RECD
1545 - 1630	"Contingency Planning for ADP"	C/NBPO
1630 - 1715	"Can we develop a strategy for the downside?"	C/NBPO
1715 - 1815	Attitude Adjustment	"Silo" Lounge
1815 - 1930	Dinner	"Airlie House"
1930 --	Evening Session (if needed), TBA	

11 Oct 1984

0800 - 0900	Breakfast	
0900 - 1215*	- "New Initiatives for FY-1987" - "Office Objectives for FY-1985"	Airlie House
1215 - 1330	Lunch	All
1330 - 1445*	- "New Initiatives for FY-1987" (cont'd.) - "Office objectives for FY-1985" (cont'd.)	Airlie House
1445 - 15 ⁰⁰ 50	Wrap-up and closing remarks	All
1500 --	Depart Airlie	D/L

*Includes coffee break.

ALL conference sessions will be held in
the "TACK ROOM" conference building.